



ARKANSAS DEPARTMENT OF AGRICULTURE

2021 Local Food, Farms, and Jobs Act Report Reporting Form PDF

The Local Food, Farms, and Jobs Act (Local Food Act) was enacted in 2017 and amended in 2019 to create, strengthen, and expand local farm and food economies throughout the state. The Local Food Act **requires** institutions to set a goal of at least 20% of their food budget to be spent on local food and **requires** institutions to provide information on their local food procurement budget.

Complete the form below reporting your institution's activities related to the Local Food, Farms, and Jobs Act for fiscal year 2021 (FY2021.) FY2021 began on July 1, 2020 and ended on June 30, 2021.

If you have any questions about the form, please contact LFFJAHelp@arkansas.gov.

You can save the form at any point and continue at a later date and time. Scroll to the bottom of the form and press "Save." You will then be prompted to "copy your form link." Please keep note of this link. You can choose to receive an email with the link to your saved report by entering your email and clicking "Send."

When coming back into the form, copy the link and paste it into your browser. Alternatively, you can click "Resume Now" in the email received from the Arkansas Department of Agriculture if you chose the option to receive the link in your email inbox.

The link to the form will close at 11:59 PM on Friday, October 1, 2021. Please input and submit all of your institution's information before that time period.

More information can be found at the [Arkansas Department of Agriculture's website](https://www.arkansas.gov/agriculture/).

Deadline: October 1, 2021 11:59 PM CST

A. Institution Information

Institution in this context refers to the organization for which you are reporting.

List your complete institution name as it is listed with the State of Arkansas. *

Example: Arkansas Department of Plants and Animals, Tiny Tots Preschool, Cucumber College, etc.

**2021 Local Food, Farms, and Jobs Act Report
Reporting Form PDF**

Enter your institution's Employer Identification Number (EIN) as registered with the Internal Revenue Service (IRS). *

The EIN is a 9-digit number (e.g. 12-3456789) assigned to entities for tax filing and reporting purposes.

You can locate your institution's EIN on the confirmation letter from the IRS, previous tax returns, previous business loan applications, your business credit report, or payroll paperwork. You can also contact the IRS to look up your EIN by calling the Business & Specialty Tax Line at 800-829-4933.

What type of institution is this? *

- ☐ Institute of Higher Education (College, University)
- ☐ Child Care Facility (K-12 School, Early Childhood Education Facility, Alternative Learning Environment)
- ☐ State Agency or Other Entity of the State
- ☐ Other (After-School Program, Library, Prison, Senior Care Center, etc.)

[If the type of institution is 'Child Care Facility'] **What type of childcare facility is your agency? ***

- ☐ K-12 School
- ☐ Early Childhood Education Center
- ☐ Alternative Learning Environment

☐

[If the type of institution is 'Other'] **Which of the following best describes your institution? ***

- ☐ After-School Program
- ☐ Library
- ☐ Senior Care Center
- ☐ Prison

☐

Address Information

Mailing Address *

**2021 Local Food, Farms, and Jobs Act Report
Reporting Form PDF**

Contact Information *

Please provide the contact information of the person completing this form.

Name *

_____'s Title at Institution *

Example: Manager of Procurement

_____'s Email Address at Institution *

Example: johndoe@thisorg.com

_____'s Phone Number at Institution *

B. Screening Questions

Institutions that received at least \$25,000 from the state and offered a food service program in fiscal year 2021 (FY2021) are **required** to report annually to the Arkansas Department of Agriculture.

In FY2021, how much funding did _____ receive from the State of Arkansas? *

This refers to funds that flow from the state to your agency to support your institution in any capacity, regardless of whether those funds support the food-related costs of your institution. This could include funds that support your institution's operations, programming, or staffing, as well as funds that cover the cost of services your institution provides to your clients, residents, or students.

- ☐ Our Institution did not receive any funding from the state in FY2021
- ☐ \$1-24,999
- ☐ \$25,000-49,999
- ☐ \$50,000 or more

In FY2021, did _____ offer a food service program? *

Note: "Food service program" means the preparation and consumption of food products at an on-site cafeteria and/or regularly serving meals, even if prepared in an off-site kitchen or location. Food service program DOES NOT include catered events, franchises, or privately-owned third-party vendors that do not serve as the primary provider for the delivery of food products on behalf of an institution.

- ☐ Yes
- ☐ No

[If the institution received \$0-24,999 in state funding, and offers a food program] You are not required to report, but we would appreciate learning more about _____. Would you be willing to continue with this report to provide further information on the food and beverages purchased by _____? *

- ☐ Yes
- ☐ No

[Continue if eligible to complete the report.]

C. Food and Beverage Procurement FY21

How is _____'s food service program managed?

If you are unsure how your food service program is managed, please reach out to the person at your agency who is in charge of ordering food products for the agency.

- ☐ Self-operated (operated and managed by someone employed at your institution)
- ☐ Operated by a food service management company (e.g. Chartwells, Aramark, Compass, etc.)
- ☐ Other

If Other, please specify

[If managed by a company] **What is the name of the food service management company?**

[If managed by a company] **What is the name of your institution's contact at the food service management company?**

[If managed by a company] **What is _____'s title at _____?**

Example: Manager of Procurement

[If managed by a company] **What is _____'s email at _____?**

Example: johndoe@thisorg.com

[If managed by a company] **What is _____'s phone number at _____?**

How many feeding sites does your institution have?

What was your institution's total food budget for all feeding sites for FY2021 in dollars?

Food budget includes all dollars spent on any "food product," which means any substance, whether in liquid, concentrated, solid, frozen, dried, or dehydrated form, that is sold for ingestion or chewing by humans and is consumed for its taste or nutritional value.

**2021 Local Food, Farms, and Jobs Act Report
Reporting Form PDF**

Did your institution purchase any local farm and/or food products in FY2021? *

- ☐ Yes
- ☐ No

*[Continue to this section if the institution reports "Yes" to purchasing local farm and/or food products.] **Provide a report of your institution's spending on local farm and/or food products in FY2021.***

The section below must be completed to help us understand the various vendors being used to access locally grown and/or processed food items.

*Please provide the vendor name and contact information for each of the vendors from whom you purchase. If purchasing through a distributor, and you do not have the vendor information, include whatever vendor information you have available from your distributor. You can add multiple vendors by clicking "**Add Vendor**" at the bottom left of your screen.*

Vendor 1

Vendor Name

Select "A Vendor Not Listed" if your vendor is not in the dropdown list.

Vendor Address

If the address for your vendor does not match an address in the dropdown, leave this field empty and select "yes" in the next question.

Is your vendor's address different from the option provided above?

- ☐ Yes
- ☐ No

*[If "A Vendor Not Listed" was selected] **Please enter your vendor's name.***

*[If "A Vendor Not Listed" was selected, or vendor's address is different from listed] **Vendor Address***

Address Line 1

City

Arkansas

ZIP Code

Who is your contact at _____?

First Name

Last Name

**2021 Local Food, Farms, and Jobs Act Report
Reporting Form PDF**

_____'s Title at Vendor

Example: Manager of Procurement

_____'s Email Address at Institution

Example: johndoe@thisorg.com

_____'s Phone Number at Institution

Please enter all local farm and/or food products purchased from this vendor in FY2021.

The section below must be completed to help us understand the vendor/farms you are working with and what items you are purchasing from those farms.

We also request you include the total dollars spent on each of those items from the vendors.

Food Product	Amount Spent
<i>e.g. Blueberries</i>	<i>\$0.00</i>

+ Add Local Farm and/or Food Product

Total cost of items purchased from this vendor

+ Add Vendor

[INTERNAL ONLY; the next two fields are visible only if total spending is greater than reported budget]

Total Spent on Local Farm and/or Farm Products

Reported Total Food Budget

You have reported a total spending of _____ on local farm and/or food products in FY2021. Is this information correct? *

- ☐ Yes
- ☐ No

[Continue if reported information is correct, and total spending does not exceed reported budget.]

D. Local Food Procurement – Additional Details

The following is a summary of responses you have provided in this report on behalf of your institution.

Total Food Budget Across All Feeding Sites for FY21: \$0.00

Total Spending on Local Food Products in FY21: \$0.00

Spending on Local Food Products as a Percentage of Total Food Budget: 0.00%

[If the institution purchased local foods in FY2021? What helped _____ procure local foods in FY2021?

For example: technical assistance from your distributor, an online tool, a new resource you discovered, a new local contact.

Did _____ set an annual goal for local procurement in FY2021?

- ☐ Yes
- ☐ No

[If the institution set an annual goal for local procurement] In what terms did _____ define its local food budget?

- ☐ A percentage (or proportion) of the total food budget
- ☐ A dollar amount
- ☐ Other (for example, programming on site like a garden, staff and/or student local food education, on site access for staff and/or students to a community supported agriculture (CSA) or farmers' markets)

[If 'Other'] Please specify.

[If local food budget defined in dollar amount] What was _____'s local food procurement goal in U.S. dollars?

**2021 Local Food, Farms, and Jobs Act Report
Reporting Form PDF**

[If local food budget defined as a percentage] What was _____'s local food procurement goal as a percentage of the total food budget?

[If the institution type is a K-12 school district] If funding became available for a pilot local procurement incentive program, would a 10-cent reimbursement per school meal that includes a local food item (up to \$10,000 total) help you increase your local procurement activities?*

- ☐ Yes
- ☐ No

[If yes, a pilot local procurement incentive program would help increase local procurement activities] Would you be interested in applying to participate in the pilot program?*

- ☐ Yes
- ☐ No

[If no, a pilot local procurement incentive program wouldn't help increase local procurement activities] What would help you increase your local procurement activities?*

[INTERNAL ONLY]

Dollar Amount for Local Food Procurement Budget

\$0.00

Goal Met?

Yes/No

E. Institution Commitment for FY2022

The procurement goal outlined in the Local Food, Farms, and Jobs Act states: "For fiscal years beginning on and after July 1, 2018, each agency shall make it a goal to ensure that at least twenty percent (20%) of the agency's purchases of food products is spent on local farm or food products."

Submit a policy statement signed by the executive head of _____ or _____'s designee expressing a commitment to comply with this legislation.

Upload or drag files here.

If you do not have a written policy statement, you may use [this template](#).

What mechanism do you intend to use to purchase or procure local farm and/or food products in FY2022 and beyond? (Check all that apply.)

- ☐ Direct from producer/grower/farmer/processor
- ☐ Via broadline or wholesale distributor (e.g. Sysco, Ben E Keith, US Foods, etc.)
- ☐ Grow or produce on site
- ☐ Work through a food hub (local food aggregator who either distributes directly to an agency/institution or to a distributor)
- ☐ Work through a cooperative
- ☐ Other

[If 'Other'] Please specify.

Does your institution have any on-site gardens?

- ☐ Yes
- ☐ No

[If the institution has on-site gardens] **How many on-site gardens does your institution have?**

Which product categories are you particularly interested in purchasing locally? (Check all that apply.)

- ☐ Meat

**2021 Local Food, Farms, and Jobs Act Report
Reporting Form PDF**

- ☐ Fish
- ☐ Dairy
- ☐ Fruit
- ☐ Vegetables
- ☐ Grains
- ☐ Non-Dairy Beverages
- ☐ Other

[If 'Other'] Please specify.

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F. Motivations and Barriers

Indicate how important each of the following motivators are in _____'s decision to purchase local farm and/or food products.

	Not Important	Slightly Important	Important	Fairly Important	Very Important
Higher quality products	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demand from clients/customers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Directive from my institution's administration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Following policies within my institution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meeting the requirements of the Local Food, Farms, and Jobs Act	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increased health benefits for customers and consumers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spurring economic development in my community and state	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**2021 Local Food, Farms, and Jobs Act Report
Reporting Form PDF**

Indicate how significant each of the following barriers are in _____'s decision to purchase local farm and/or food products.

	Not Significant	Slightly Significant	Significant	Fairly Significant	Very Significant
Lack of information about where to purchase local food and/or farm products	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of knowledge about how to purchase local food and/or farm products	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of supply to meet our needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unsure how to justify purchasing local food and/or farm products over comparable non-local products	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Higher costs for local food and/or farm products	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My food distributor does not offer or clearly label local farm and/or food products	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Food purchased locally does not meet the food safety requirements of our program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

G. COVID-19

Did COVID-19 impact your normal food service program in FY2021?

- ☐ Yes
- ☐ No

[If 'Yes', COVID-19 impacted normal food service program in FY2021] **How did COVID-19 impact your food service program in FY2021?**

Did COVID-19 impact your ability to procure local food in FY2021?

- ☐ Yes
- ☐ No

[If 'Yes', COVID-19 impacted ability to procure local food in FY2021] **How did COVID-19 impact your ability to procure local food in FY2021?**